



## Procedures for Obtaining AEPA Test History

- Go to the AEPA website at [aepa.nesinc.com](http://aepa.nesinc.com).
  - From the AEPA Website Home page, select the Score Reporting tab at the top.
  - Go to "Access Your Testing History", if you are attempting to access a current account or create a new account,
- OR
- Select "Additional Copies of Test Results" to obtain a hard copy of your test results or you are unable to access test results through an account.

### Access Your Testing History Online

Under this heading you may either access your MyAccount or create a new account in order to access your testing history (pass/fail status).

1. **Access your MyAccount** if you have previously created an account.

Do Not attempt to create a new account if you have previously created an account. Use the "Forgot Username" and "Forgot Password" functions to access a previously created account.

- In the "Log in" section of the screen, enter your username and password.
- Select View Testing History

Your pass/fail status will be available for each test in your account.

If you forgot your Username you will need to enter the following information:

- your ID Number (found on test registration confirmation and admission tickets from Evaluation Systems)
- First name
- Last name
- Social Security Number
- Date of Birth

- ▶ If the information you enter on this screen matches exactly an existing account, you will be asked to answer your security question. The screen will then display your user name and inform you that a confirmation email will be sent. A link is provided to log in directly from this screen. Once you log in, you may select View Testing History. Your pass/fail status will be available for each test in your account.
- ▶ If you do not have your ID Number, you will need to contact Customer Service (see Contact Information below.)
- ▶ If the information does NOT match exactly an existing account, you will not be able to access your account and you may need to request an additional copy of your test results (see Additional Copies of Test Results below) to obtain your test results.  
If you receive the error "The information you supplied did not match our records," you may need to:
  - 1) check that the information you entered is correct,
  - 2) consider creating a new account (if you are not sure whether you have an account), or
  - 3) contact Customer Service for additional assistance (see Contact Information below.)
- ▶ If your testing status is listed as "unavailable" you will need to contact the Arizona Department of Education to retrieve your test status.

If you forgot your Password, follow the steps on the screen for resetting your password.



Note: You have a separate account for AEPA and NES tests for which you may have used different usernames and/or passwords. Go to your NES account for your testing history for NES tests.

2. **Create a new MyAccount** if you have NOT previously created an account.

- Under the section "Don't have an account", click "Create Account".
- Follow the instructions to create an account.

If the information you enter in creating an account (e.g., social security number, first name, date of birth) matches exactly the information on an existing testing record, your account will be updated with your testing history.

If the information does NOT match exactly an existing testing record (for example, your name was misspelled in your original registration), you will need to contact Customer Service for additional assistance for updating your records and accessing your testing history (see Contact Information below.) You may also request an additional copy of your test results (see below.)

**Additional Copies of Test Results**

If you are unable to retrieve your testing history through MyAccount, you can request an additional copy of your test results.

- From the Score Reporting screen, go to the bottom of the screen and click on the "Test Results Request Form" link.
- Follow the instructions for requesting your test results.

**Contact Information**

You may contact the AEPA Program.

**(800) 239-8105** or **(413) 256-2883**

7:00 a.m.–6:00 p.m. mountain standard time, Monday–Friday, excluding holidays.

(Automated Information System available 24 hours daily)

**Fax:** (413) 256-7078